
CONVERSATION WITH MEMBER OF CONGRESS OR MEMBER'S STAFF

1. TO: OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS (S)	2. TIME	3. DATE
4. TYPE OF CONTACT <input type="checkbox"/> VISIT <input type="checkbox"/> TELEPHONE		
5. NAME AND TITLE OF MEMBER OF CONGRESS		6. HOME STATE
		7. TELEPHONE NUMBER
8. SUBJECT		

9. SUMMARY OF CONVERSATION

10. FURTHER ACTION REQUIRED

☐ YES (*Explain*) ☐ NO

11. NAME AND SIGNATURE OF PERSON HAVING CONVERSION		12. CORRESPONDENCE SYMBOL
		13. TELEPHONE NUMBER
14. SIGNATURE OF REVIEWING OFFICIAL	15..TITLE	16. DATE